

UNITED STATES COURT OF APPEALS FIFTH JUDICIAL CIRCUIT



Announcement 2026-02

Position Title:	Administrative Attorney
Location:	Office of General Counsel and Mediation, Fifth Circuit, New Orleans, Louisiana
Salary Range/Grade:	\$59,732 - \$89,508 (CL-27/28) Starting salary is commensurate with qualifications and experience. Promotion potential to CL-28, without further competition, is permissible.
Term:	One year and one day. The temporary appointment may be renewed, extended, or converted to permanent without further notice.
Closing Date:	Applications will be considered as soon as received and will continue to be considered until the position is filled. Applications received by July 31, 2026, will receive priority consideration.

Overview:

The Office of General Counsel and Mediation (“OGCM”) invites applications from qualified persons for the temporary position of Administrative Attorney. Under the supervision of the General Counsel and Chief Mediator, the Administrative Attorney assists the Chief Circuit Judge, the judges of the court of appeals, and the Judicial Council by providing legal, procedural, and substantive advice on administrative and policy matters.

Representative Duties:

The Administrative Attorney is primarily responsible for advising the Chief Judge, the judges of the court, and the Judicial Council on matters involving judicial conduct and disability complaints filed pursuant to 28 U.S.C. §§ 351-364, attorney discipline matters under Rule 46 of the Federal Rules of Appellate Procedure, review of local district and bankruptcy courts rules pursuant to 28 U.S.C. § 332(d)(4), and pro bono attorney appointments. The Administrative Attorney independently conducts legal research, provides analysis, prepares memoranda, and drafts court orders.

Duties include:

- Conduct legal research and provide legal, procedural, and substantive advice on the court’s administrative matters. Conduct research on specific legal questions and report on the results of such research.

- Analyze and interpret federal statutes and regulations, Administrative Office directives, policies and procedures, and court rules and orders affecting the operation and work of the court.
- Draft administrative orders for review and consideration by the Chief Judge.
- Provide advice to the Judicial Council and its committees.
- Review and provide legal analysis regarding attorney discipline matters.
- Administer the court's pro bono program.
- Prepare reports in areas including, but not limited to, the court's administrative functions.
- Assist in the development of guidelines and policies by which the federal and local rules are applied.
- Review and draft changes to local rules, administrative orders of the court, forms, and guidelines.
- Monitor and evaluate legislation, laws, rules and other regulations to determine impact on court procedures or to suggest changes to improve court policies or procedures. Monitor, review, and report on policies and procedures of the circuit court.
- Other projects as assigned by the General Counsel and Chief Mediator.

Qualifications and Requirements:

- A JD degree from an accredited law school in the United States or an equivalent degree from an institution elsewhere is required.
- Admission to practice before a state, territory, or commonwealth, or federal court of general jurisdiction of the United States.
- Ability to interpret and apply federal law and procedure, statutes, rules and regulations, policies and guidelines applicable to the Administrative Attorney's court-related duties.
- Meticulous attention to detail, intelligent adherence to procedural requirements, the utmost judgment and discretion, and absolute compliance with the office's requirements of confidentiality.
- Excellent oral and written communication skills as necessary to prepare, edit, and proofread memoranda and orders and confer with judges and court staff.
- Proficiency in the use of Microsoft Office, Adobe Pro and other computer and web-based programs, including database and word processing applications.
- Initiative to prioritize workloads and effectively manage multiple and time-sensitive projects.
- Ability to collaborate with senior administrative personnel within the court system.

Application Procedure:

Qualified applicants must submit a cover letter, résumé, and salary history, in a single PDF document via email to: vacancy@ca5.uscourts.gov

Applications will be considered as soon as received and will continue to be considered until the position is filled. The anticipated start date for this position is September 14, 2026, and the duration of the position is one year and one day from the date of appointment.

EMPLOYEE BENEFITS

The fringe benefits offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of federal service.
- 20 days paid annual leave per year after three years of federal service.
- 26 days paid annual leave per year after 15 years of federal service.
- 13 days paid sick leave accrued per year.
- 11 paid holidays per year, plus Mardi Gras day.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401k, with matching up to 5% of pay).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).
- Eligible employer for Public Service Loan Forgiveness Program.

Information for Applicants:

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [otherwise eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts. A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are “at will” employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.

The United States Court of Appeals, Fifth Judicial Circuit, is an Equal Opportunity Employer.